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Library Trustees Minutes 03/09/2004

Robbins Library Board of Trustees
March 9, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and the library's Finance Committee representative, Mary Margaret Franclemont.

Approval of Minutes

The minutes of the February 17th meeting were approved as corrected on a motion by Ms. Ruderman; seconded by Ms. Radochia.

Meeting with Finance Committee Liaisons

Mary Margaret Franclemont attended the meeting to update the Board of the status of the town's budget process. She said that the town has a projected budget deficit of three million dollars. The library budget will be reviewed by the Finance Committee this week. Once all of the budgets have been considered, each department budget may be revisited. Ms. Franclemont asked the director and the board about the impact of last year's budget cuts. Some of these are the elimination of Sunday and Thursday morning hours, reduction in new materials purchased, loss of materials' processing staff and pages to re-shelve books and other materials. The latter two have resulted in delays in new materials becoming available and in returned materials being put back on the shelves.

Review of Warrant Articles

Two articles of concern to the library will be coming up for vote at Town Meeting. Article 51 deals with the establishment of a committee to make recommendations regarding a trust fund growth management policy. The Board is supportive of the concept, but emphasizes that the Board of Library Trustees would retain responsibility for the expenditure of the library trust funds. Article 77 requests traffic controls on Massachusetts Avenue at Library Way, to address ongoing safety concerns. Since this fits with a longstanding goal of the Board of Trustees, they will ask the Selectmen to refer the matter for study to the town's Traffic Advisory Committee.

Author Program

Ms. Deal had invited Robert Campbell to speak in the spring but he declined due to prior commitments. The Board still hopes to have a spring program and will pursue other author suggestions. Anita Diamant, Mary Sullivan, Perri Klass and Barbara Delinsky were among the recommendations.

Anniversary Celebration

Ms. Radochia and Ms. Fennelly reported on the work of the anniversary committee. A timeline of activities for the anniversary year has been prepared. The staff is involved in a contest to design the wording for a library banner.

Annual Report Flyer for the Public

Ms. Loud presented a draft of the annual report flyer that the Board discussed. There was a slight redesign from last year, which met with approval. A final version will be brought to the April trustees' meeting.

Long Range Planning Process

Ms. Loud shared with the Board a list of potential members for the committee. She will contact recommended candidates.

Children's Room Chairs

Two chairs and stools need re-upholstery. Ms. Loud asked for permission to use money from the Furniture/Fundraising account to take care of this. Ms. Radochia made a motion; seconded by Ms. Ruderman, to expend up to \$1,000 for the furniture re-upholstery. Passed unanimously.

Friends of the Library Update

Ms. Diminture reported on the activities of the Friends of the Library. The group held a successful program in February and will be planning upcoming activities. The revised by-laws will be finalized in March. The annual meeting and membership drive are planned for April. The book sale, which had to be postponed in March due to the flood damage to the Community Room, has been re-scheduled to Friday and Saturday, May 14th and 15th. The preview sale for Friends' members will take place on Thursday evening, May 13th.

Other

Ms. Loud suggested that a special vacuum cleaner with a HEPA filter be purchased from the Robbins Art Fund for the cleaning of the print collection. Ms. Deal made a motion; seconded by Ms. Ruderman, to expend up to \$400 for this purpose. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Radochia; seconded by Ms. Muldoon. The next meeting will take place on Tuesday, April 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

